

Review of Grading Options and Requirements

Since 2017 UB updated its grading policies for CAS, CPA, and MSB consistent with federal regulations. These notes are intended to help address related questions that faculty members may have. More information on grades is found in the catalogs and on the Office of Records and Registration web page.

- Grades entered in Sakai grade book do not automatically feed into the Faculty Center Grade Roster, which is the official repository of course grades. Faculty must enter grades there.
- After the Grade Roster is filled out, faculty set the “approval status” to “approved,” click “save,” and then click the “Post” button to complete the grade submission process.

FA: Failure due to absences – given if the instructor determines the student was verified as enrolled in the course but has insufficient attendance to pass the course where “insufficient attendance” means the student stops attending/participating and misses 20 percent or more of a course (unexcused), or the student fails to meet a more restrictive policy set forth by the instructor in the course syllabus.

LDA: Last Date of Attendance – when entering a non-passing grade, a faculty member will be prompted to fill in a last date of attendance. For students who completed the course, use the exam date. For others, use the last date they participated in the course.

I: Incomplete – given when a student is temporarily prevented from completing required coursework by unanticipated extenuating circumstances, such as illness or major changes in the demands of a job. For CAS, CPA, and MSB: the process changed last year (and the conversion of Incompletes to failing grades has dropped significantly). The [Incomplete Petition Form](#) must be submitted and signed/approved by the student, the instructor, and the appropriate dean AND filed with the registrar **before term grades are due**.

- The process may be completed through email.
- *A dean’s representative must approve the incomplete to complete the process.*
- ***The dean’s office or the Office of Records then enters the Incomplete in the roster.***

When assigning due dates for incomplete work, note that a graduating student must have an I grade removed within 60 calendar days after the last day of the student’s last semester; otherwise, the student’s graduation application will be withdrawn at that time and another application must be submitted for the following semester. When the student completes the assignment, the faculty member assesses the work and submits a [change of grade form](#) to the registrar.

NR: no grade recorded – available for deans to use in rare cases when a faculty member has not been able to submit a grade roster; may be requested by a CAS, CPA, or MSB faculty member of a dean when a student has disappeared and an incomplete cannot be granted (School of Law policies differ here). An NR is a temporary grade that must be changed after a couple of weeks; it may be changed to an I.

WA: Withdrawn Administratively – an administrative symbol given by Records when recommended by the instructor and the dean for exceptional circumstances

W: Withdrawn - an administrative symbol that is not computed in a student’s grade point average. The W is placed on the student’s transcript if the student withdraws from a class or classes after the end of the late registration period and prior to midnight on the last date to withdraw with a W. Classes from which a student withdraws count toward the allowable attempted credits in financial aid calculations for satisfactory academic progress.